Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. (632) 929-66-26 to 29 · (632) 929-62-52
Website: http:/www.denr.gov.ph / E-mail: web@denrgov.ph

MAR 04 2021

DENR MEMORANDUM CIRCULAR
NO. 2021 - 03

> **SUBJECT:** **ADOPTION OF THE ALTERNATIVE DISPUTE RESOLUTION - MONITORING AND RESULTS SYSTEM (ADR-MRS) AND ITS USER MANUAL**

Pursuant to Republic Act (R.A.) No. 9285, otherwise known as the "Alternative Dispute Resolution Act (ADR) of 2004", DENR Administrative Order (DAO) No. 2005-18 entitled "Adoption of Alternative Dispute Resolution (ADR) Principles and Procedures in the Resolution of Appropriate Environment and Natural Resources Conflicts" and DAO No. 2016-30 entitled "Guidelines in the Conduct of Alternative Dispute Resolution (ADR) in Land Management and Disposition", the DENR ADR Monitoring and Results System (ADR-MRS) is hereby adopted:

SECTION 1. Objectives. This Circular primarily aims to strengthen and improve the institutionalization and implementation of ADR in the Department. The following are its specific objectives:

1.1. To facilitate the institutionalization and implementation of ADR in the Department through proper monitoring and reporting of claims and conflicts cases, and other disputes referred for ADR;

1.2. To provide and establish a database which will assist in analyzing and evaluating the implementation of ADR in the Department;

1.3. To implement automated and real-time system of recording data and status of cases subjected to ADR process and generation of reports;

1.4. To keep track of the cases referred to the ADR Officer (ADRO) and/or authorized third-party neutral, and their implementation of the ADR process;

1.5. To expedite and enhance the process of regenerating reports and data in the implementation of the ADR system in the Department, the accomplishments of the ADROs and/or authorized third party neutrals when cases are referred to them for ADR process; and

1.6. To ensure transparency, accountability and integrity of records and data of cases subjected to ADR.

SECTION 2. Scope and Coverage. This Circular shall cover ADR processes conducted and facilitated by accredited ADROs in the DENR Central Office, Land Management Bureau (LMB), Regional Offices, Provincial Environment and Natural Resources Offices (PENROs), and Community Environment and Natural Resources Offices (CENROs).

This may also cover ADR processes from other bureaus or attached agencies that opt to utilize the System through their authorized third party neutrals.

SECTION 3. Definition of Terms. As used in this Circular, the following terms shall be defined as:

3.1. **Administering Officers** – the CENRO/PENRO/Regional Executive Director (RED) or authorized officer who issues and approves documents related to the ADR process.

3.2. **Alternative Dispute Resolution Monitoring and Results System (ADR-MRS)** – a web-based, automated and real-time monitoring tool that ensures the tracking and recording of the status and outputs/results of ADR proceedings. It is also referred herein as *the System.*

3.3. **Alternative Dispute Resolution Officer (ADRO)** – as defined under DAO No. 2016-30, a third-party neutral who passed the prescribed training requirements, accredited by the ADR Committee and confirmed by the DENR Secretary.

3.4. **Authorized Third-Party Neutral** - a designated employee who handles ADR processes from bureaus or offices of the DENR opting to adopt and utilize the System.

3.5. **Data Entry/Encoding** – the required process for ADROs or third-party neutrals to input complete and accurate data in the system as regards the cases referred to them for ADR.

3.6. **Record/Account Management** – a function within the System where end-users are guided on proper records management.

3.7. **Registration** – the process of recording personal information and login details by the accredited ADROs and/or third-party neutrals.

3.8. **Report Generation** – a function in the System where end-users are allowed to produce reports based on their encoded data or record viewing authority.

3.9. **Transmission of ADR Records** – a function in the System which records and allows the transmittal of document/s from an end-user in a lower level office in the DENR to a higher level Office for its approval or appropriate action.

SECTION 4. Adoption of ADR-MRS as the Standard System for Monitoring the Results of ADR Processes in the DENR. The System shall serve as the official, automated, web-based and real-time platform for recording data, status, and results of the claims and conflicts cases and other disputes handled or facilitated by the DENR-accredited ADROs and/or authorized third-party neutrals which were subjected to ADR process.

SECTION 5. ADR-MRS User Manual. The ADR-MRS User Manual (Annex A) shall serve as the guide for using the System.

In cases where there are improvements and developments in the System, the ADR Committee shall accordingly update the User Manual without amending this Circular.

The User Manual shall be reproduced and distributed to all accredited ADROs, authorized third-party neutrals and administering officers of their respective offices.

SECTION 6. Implementation of ADR-MRS. All DENR offices providing ADR services to disputing clients and stakeholders shall utilize the ADR-MRS in their respective offices.

The ADR Committee, through its Secretariat, shall oversee the implementation of this System and ensure that all concerned DENR offices, accredited ADROs and authorized third-party neutrals have created an account and follow the guidelines for using the System.

In the implementation of the ADR mechanism in the Department, the ADROs, third-party neutrals, or administering officers shall perform/observe the following:

6.1. Input the basic information of the case in the ADR-MRS and update the progress of the proceedings immediately after referral and session;

6.2. Completely and accurately encode data and status of the case in the ADR-MRS and ensure that the data inputted does not violate the confidentiality rules of the ADR process conducted;

6.3. Properly transmit the digital case file as indicated in the User Manual to the DENR-CENRO, PENRO, Regional Office, or Central Office, whichever is applicable, for appropriate action, immediately after termination of the ADR process;

6.4. For administering officers to immediately act upon the actionable digital documents transmitted through the ADR-MRS by the ADROs from lower level offices within a reasonable time as prescribed by the relevant rules;

6.5. System users are key stakeholders in the implementation of the ADR-MRS. Thus, they should be responsible in equipping themselves with knowledge on the process of record or account management and report generation as indicated in the User Manual; and

6.6. Keep abreast of the updates introduced in the ADR-MRS and share their knowledge or ideas on how to improve the System's processes to other authorized end-users.

SECTION 7. Features of the Monitoring and Results System. The ADR-MRS shall have the following features and functionalities:

7.1. Registration

The ADROs/users shall register by filling in the required fields and create a user account to access and utilize the System. Their registration shall be approved by the ADR Committee, who shall have the management and control of the System.

7.2. Data Entry / Encoding

With their approved registration, ADROs shall access the System and input and encode proper information on names of parties, case number, location of subject property, dates as to the filing of protest and referral to ADRO, and status of the proceedings. No other information on the proceedings shall be inputted in the System.

7.3. Dashboard Menu

This feature presents the data through graphs, tables and comparisons, data correlation, trend and period of the process and handling ADROs that will provide the ADR Committee and DENR Officers with reports to make informed decisions based on the monitored results, as well as to align strategies and organizational goals, identify and correct negative impact of trends, gain total visibility of all systems instantly, and quickly identify data correlations.

Reports generated through this feature may be used as the official figure and data statistics of the ADR implementation after validation by the ADR Committee.

7.4. File Attachment Menu

To validate the data inputted in the System and the actions taken on the case subjected to ADR process, ADROs must ensure to attach in the system the required documents indicated in the Manual. The document attached shall be in pdf or jpg file to preserve its integrity and shall be considered equivalent to an original document if it is a printout or output readable by sight or other means showing accurate data.

7.5. Record Account Management / Report Generation

Only the end-user through the System can create, read, update, and delete records of the ADR cases as well as to generate reports.

7.6. Transmission of ADR Records

The system provides for the transmission of digital records of the case subjected to ADR from the ADROs to the proper administering officer after termination of the ADR proceedings. This will allow the administering officer to act on time on the transmitted document and release it immediately.

In cases where parties in the ADR process have settled their disputes/conflicts, the Compromise Agreements (CA)/Amicable Settlements (AS) attached to the digital file of the case and transmitted shall be the actionable document of the administering officer to issue an Order of CA/AS, pursuant to DAO 2016-30.

SECTION 8. System Maintenance and Further Development. The ADR Committee, with the technical assistance of the Network Infrastructure Management Division (NIMD) and the Information Systems Division (ISD) of the DENR-Knowledge and Information Systems Service (KISS), shall provide support for software maintenance and enhancement of the ADR-MRS.

SECTION 9. Privacy, Protection and Security of Data. The users of the System shall ensure confidentiality in the management of data and information pursuant to R.A. 10173 or the Data Privacy Act and its Implementing Rules and Regulations (IRR), DAO No. 2016-30, and other existing laws, rules and regulations. Accordingly, only authorized users shall be allowed to access and input data and information in the System.

SECTION 10. Audit Mechanism. The ADR Committee, together with the NIMD and the ISD of DENR-KISS shall develop, adopt, and implement measures to ensure that the System functions properly, meets standard criteria for privacy and confidentiality and is properly implemented. Moreover, the ADR Committee, together with the NIMD and ISD shall put in place a mechanism to ensure that only authorized users can access the System.

SECTION 11. Information, Education and Communication (IEC). The ADR Committee shall carry out an activity to promote the use of ADR-MRS as a platform to enhance, expedite, or streamline the methods of recording data and gathering results of the ADR in the conduct of ADR processes implemented in the Department. The ADR Committee shall also ensure that the IEC on ADR-MRS shall be extended to the Regional Information and Communications Technology Units (RICTUs).

SECTION 12. Separability Clause. If for any reason, any section or provision of this Circular is declared null, no other section, provision or part hereof shall be affected and the same shall remain in full force and effect.

SECTION 13. Repealing Clause. All orders, circulars, memoranda and other issuances inconsistent herewith are hereby repealed and/or modified accordingly.

SECTION 14. Effectivity Clause. This Circular takes effect immediately.

ROY A. CIMATU
Secretary

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF ENVIRONMENT
AND NATURAL RESOURCES

SENR059691

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
ALTERNATIVE DISPUTE RESOLUTION COMMITTEE

USER MANUAL

ALTERNATIVE DISPUTE RESOLUTION

MONITORING & RESULTS SYSTEM

(ADR-MRS)

Republic of the Philippines
Department of Environment and Natural Resources
Alternative Dispute Resolution Committee

Table of Contents

Objectives

The use of Alternative Dispute Resolution Monitoring and Results System (ADR-MRS) by the registered users aims to achieve the following:

1. To facilitate the institutionalization and implementation of ADR in the Department through proper monitoring and reporting of claims and conflict cases, and other disputes referred for ADR;
2. To provide and establish a database which would analyze and evaluate the implementation of ADR in the Department;
3. To implement automated and real-time system of recording data and status of cases subjected to ADR process and generation of reports;
4. To keep track of the cases referred to the ADR Officer (ADRO) and/or authorized third-party neutral, and their execution of the ADR process;
5. To expedite and enhance the process of reporting the accomplishments of the ADROs) and/or authorized third party neutrals when cases are referred to them for ADR process; and
6. To provide transparency, accountability and integrity of the ADRO's performance, records and reporting of their cases.

Scope and Coverage

The use of ADR-MRS shall apply to the registered users of the ADR-MRS composed of the accredited ADR Officers, and/or third-party neutrals, as well as system's users with administrative or managerial rights. The ADR-MRS shall cover ADR processes conducted and facilitated by accredited ADROs in DENR Central Office, LMB, Regional Offices, PENROs, and CENROs. This may also cover ADR processes from other bureaus or attached agencies who opt to utilize the System through their authorized third-party neutrals.

Please type in the address bar of your computer or mobile device's (smartphone or tablet computer) browser the web address or *Uniform Resource Locator* (URL) **27.110.247.71**, then press the Enter Key.

Or, you may type the new URL, **adrmrs.denr.gov.ph**, or **https://adrmrs.denr.gov.ph/** then press the Enter Key.
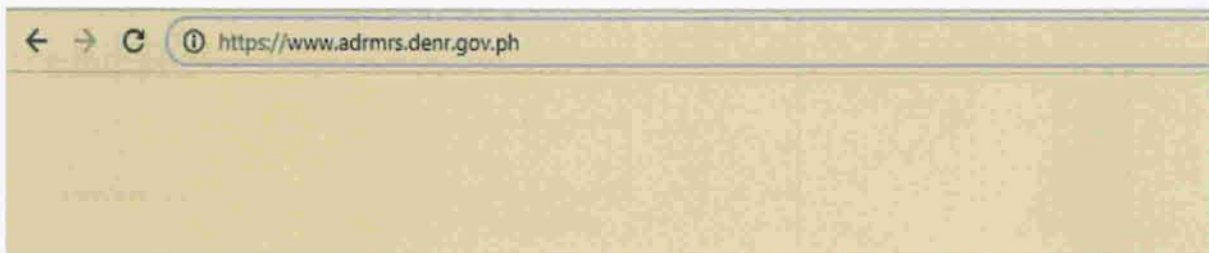
1. Afterwards, after identifying below's User Interface, click the Advanced Button as pointed by the red check mark below.

⚠

Your connection is not private

Attackers might be trying to steal your information from **27.110.247.71** (for example, passwords, messages, or credit cards). Learn more

NET::ERR_CERT_AUTHORITY_INVALID

☐ Help improve Safe Browsing by sending some system information and page content to Google.
Privacy policy

Advanced ✓

Back to safety

2. Click proceed to 27.110.247.71 (unsafe) as pointed by the red check mark below.

⚠

Your connection is not private

Attackers might be trying to steal your information from **27.110.247.71** (for example, passwords, messages, or credit cards). Learn more

NET::ERR_CERT_AUTHORITY_INVALID

☐ Help improve Safe Browsing by sending some system information and page content to Google.
Privacy policy

Hide advanced

Back to safety

This server could not prove that it is **27.110.247.71**; its security certificate is not trusted by your computer's operating system. This may be caused by a misconfiguration or an attacker intercepting your connection.

Proceed to 27.110.247.71 (unsafe) ✓

3. Or, click proceed to adrmrs.denr.gov.ph (unsafe) as shown below.
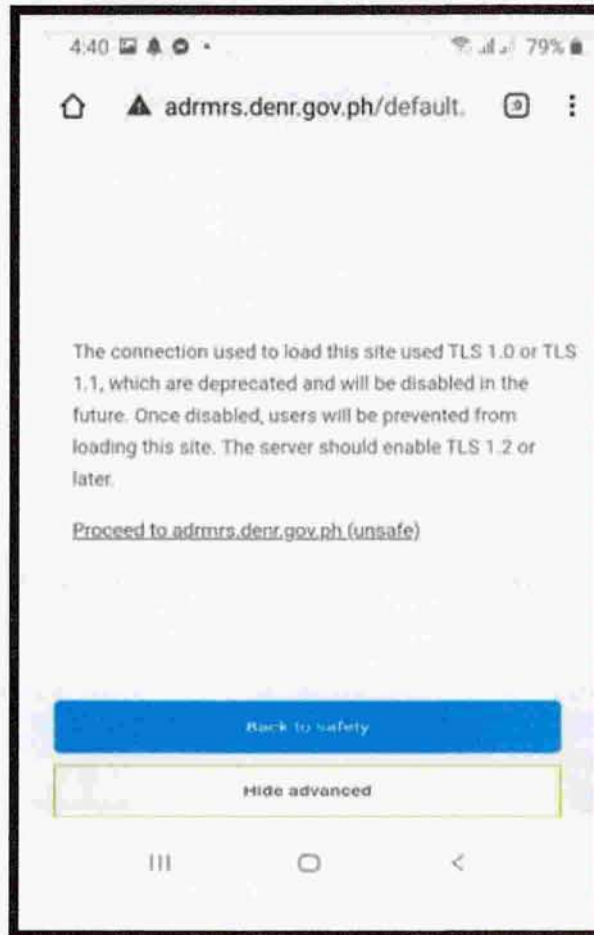
4. The Main Page of the ADR-MRS will be shown like below.
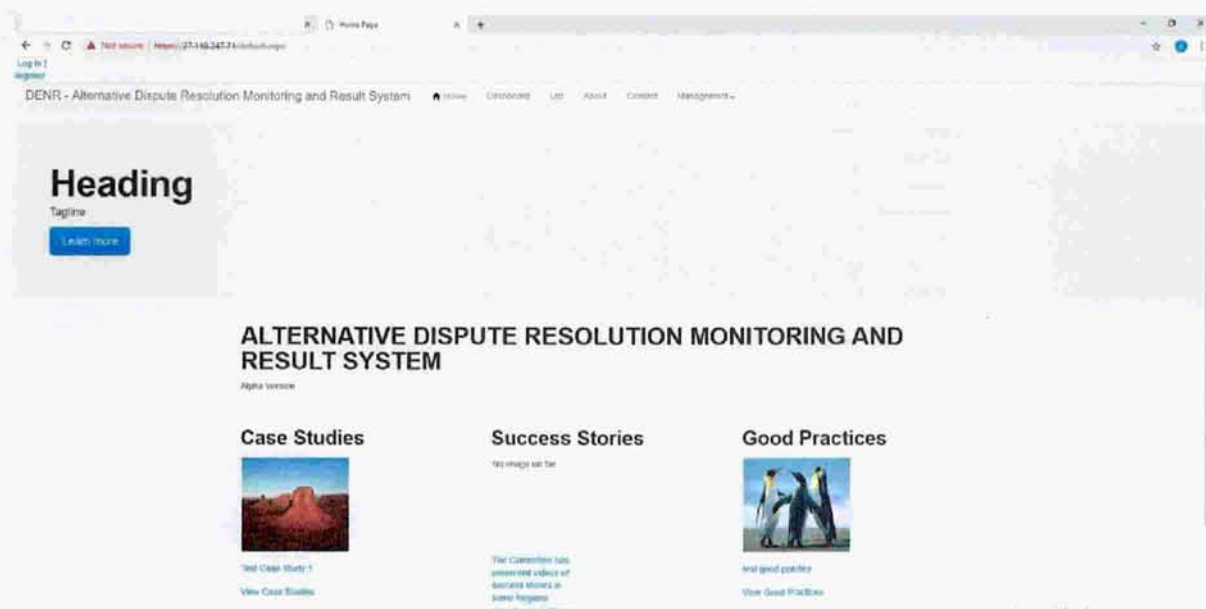
5. Click the word <u>Register</u> in the Upper-Left corner of the System's interface to open the ADR Officer User Registration Menu as shown in item No. 6.
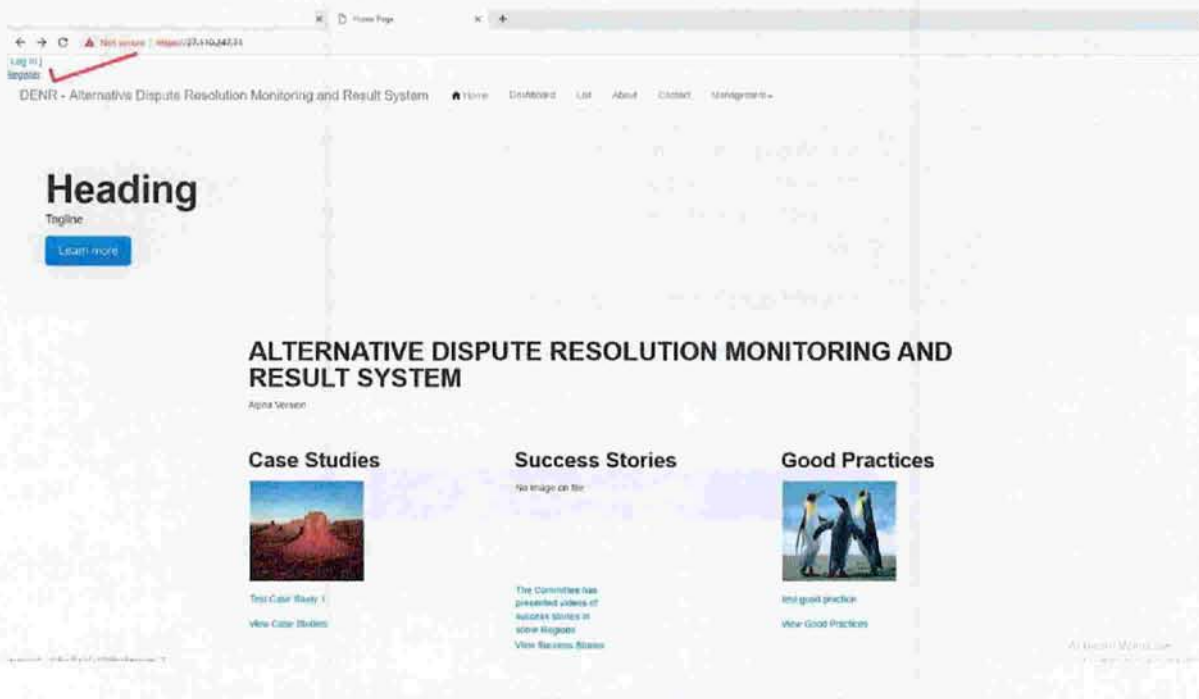
6. In the ADR Officers User's Registration Menu below, the end-users are obliged to fill-up required fields in the form.

Please Take Note:

a. Remember your Username and Password.

b. The Position field may be your current work position/designation.

c. The System's **ADR Officers User's Registration Menu** has the capability only for the Create function, so the User cannot Delete or Edit his entries after completing the process of registration. So, please be careful and review your entries prior to creating your User's Profile through this Registration Menu.

No Edit and Delete
Function!

Create   Back

7. **After filling-up the required fields of the User's Registration Menu, the User must click the Create Button.**
8. **The user must go to his/her email to check for an email coming from adrcommittee@denr.gov.ph for the account verification.**
9. **The User must verify his account by clicking the link – click to verify.**
10. **The following is the acknowledgment page after the user's account has been verified.**
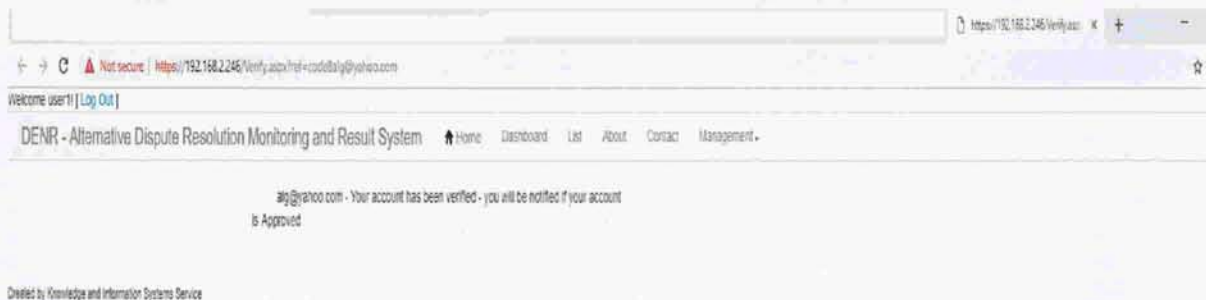
11. **Afterwards, the User will be notified if his/her account is approved.**
12. **Please take note that it will take some time for the account to be approved.**
13. **The User will be notified that his/her Account is approved through his/her email. After receiving a confirmation message on the approval of the account, the User may Log in to the System by clicking the [Log in] Button as pointed by the check mark below. A Login Menu will appear requiring the User to fill in his/her User Name and Password.**

To complete the Login process, the User must click the ⎡Log In⎤ button.

DENR - Alternative Dispute Resolution Monitoring and Result System 🏠 Home   Dashboard   List   About   Contact   Management ▾

Heading

Taglne

Learn more

ALTERNATIVE DISPUTE RESOLUTION MONITORING AND RESULT SYSTEM

Alpha Version

Case Studies

Test Case Study 1

View Case Studies

Success Stories

No image on file.

The Committee has
presented videos of
success stories in
some Regions
View Success Stories

Good Practices

test good practice

View Good Practices

ADR-MRS Login Menu

DENR Alternative Dispute Resolution System

User Name: user1

Password:

☐ Remember me next time.

Log In

After Logging in the System, the User can see below's user interface.

Add ADR Form Menu

1. To access the ADR Form Menu, please go to the ADR List Menu by clicking the List Option as encircled below.

DENR - Alternative Dispute Resolution Monitoring and Result System　　★ Home　　Dashboard　　Documents　　List　　About　　Contact　　Management▾

ALTERNATIVE DISPUTE RESOLUTION MONITORING AND RESULT SYSTEM

2. Please click the ADR Form Button as encircled below.

ADR List

All　　　　　　　　　　　▼

[　　　　　　　] Go

ADR Form　Export

No. of Records:

1. On the ADR Form Menu, the User is required to select from the dropdown button the **Subject/Nature of the Case**.
2. The Users are given the options to select the **parties involved**.
3. After inputting the data in the field for the parties involved, the System will auto generate the texts entered thereto to display the Case Name /Caption of the Parties.

4. Then, the User is required to encode the **Case Number, Location of the Subject of the Case, Region, Province, City or Municipality, Date Filed** and **Date** (the Case is) **Referred to ADRO**.

ADR Form

ADR No.	
Nature of Subject	Claims and Conflict - Disposit ▾
Case No.	
Parties Involved	Protestant/Applicant ▾
Protestant	
Applicant	
Case Name / Caption Parties	
Location of Subject of the Case	Lot No. CAD Brgy
Region	Choose Region ▾
Province	▾
City / Municipality	▾
Date Filed	
Date Referred to ADRO	
UpdatedBy	
UpdatedDate	

[Save ADR Form] [Cancel ADR Form]

5. Lastly, to complete the ADR Form entry process, the User must click the Save ADR Form Button, to save the entries, or to click the Cancel ADR Form to revoke the data entry process.
6. Please take note that the **ADR Number** field is System's generated.

<mark>ACTIONS TAKEN:</mark>

A sub-menu of the ADR Form is the **Actions Taken Button** which end-users can utilize to select the status of the case.

1. After accomplishing the ADR Form, the end-user may input in the Actions Taken Menu by clicking the **Add New Action** button in the Actions Taken Menu, as shown below.

Actions taken

Add New Action

Comments

Add New Comment

ADR Form

Transmit

ADR No.	2019-0128001-0140
Nature of Subject	Claims and Conflict – Friar La ▼
Case No.	DLO Claim No. 154
Parties Involved	Protestant/Applicant ▼
Protestant	Ruby Abong
Applicant	Felix Sy
Case Name / Caption Parties	Ruby Abong VS Felix Sy
Location of Subject of the Case	Lot 2 Block 8 Rosario Arcade, Alt
Region	R06 ▼
Province	Aklan ▼
City / Municipality	Altavas ▼
Date Filed	7/3/2018
Date Referred to ADRO	8/3/2018
UpdatedBy	laoag1
UpdatedDate	4/2/2019 3:52:14 PM

Update ADR Form   Delete ADR Form   Cancel ADR Form

Actions taken

Status of the Case	On-going ADR proceeding ▼
ADRSession	2nd Session ▼
Parties Present	Maria Makiling, Constantino Nava
Proceeding	For Resetting ▼
Details Action Taken	For Reset on February 6, 2019
Date Action Taken	1/28/2019
Handling ADR Officer	test test laoag1 ▼
Office Level	CENRO
ActionTaken Updated Date	

Save Action Taken   Delete Action Taken   Cancel Action Taken

Comments

Add New Comment

2. In the **Actions Taken Menu**, the end-user may choose from among the following options:

    1. **On-going ADR proceeding** – (CENRO, PENRO, RD, LMB-DIR, ASec)
    2. **Successful - Compromise Agreement Reached** – (CENRO, PENRO, RD, LMB-DIR)
    3. **Successful - Amicable Settlement Reached** – (CENRO, PENRO, RD) *
    4. **Failure:** (or UNSUCCESSFUL)

        - Protestant refused to settle

        - Respondent refused to settle

        - Non-appearance of parties

        - Protestant/Respondent failed/refused to submit

        required offer for amicable settlement

- Submitted offer(s) for amicable settlement appears
irreconcilable causing impasse or impossibility to come with CA
- Lack of authority to enter into Amicable Settlement

5. **Order of Amicable Settlement Issued** (PENRO, RD)**

6. **OCA Issued** – (PENRO, RD, LMB-DIR, Asec)

* Form for CENRO, PENRO and RD to be issued only by said Offices

** Form for PENRO and RD to be issued only by said Offices

Actions taken

Status of the Case	Please Select ▼
	Please Select
	Failure
Details Action Taken	OCA Issued
	On-going ADR proceeding
Date Action Taken	Order of Amicable Settlement Issued
	Successful - Amicable Settlement Reached
Handling ADR Officer	Successful - Compromise Agreement Reached

Office Level   CO

ActionTaken Updated Date

Save Action Taken	Delete Action Taken	Cancel Action Taken

On-Going ADR Proceeding:

The **ON-GOING ADR Proceeding** is a dropdown button enabling end-users to select the status of the case, the pertinent session or reset session where the ADR proceeding has occurred, the parties present, the details of the actions taken for such session, such as including a reset or continuation, the Date Action Taken and the Handling ADR Officer.

Actions taken

Status of the Case	On-going ADR proceeding ▼
ADRSession	2nd Session ▼
Parties Present	Maria Makiling, Constantino Nava
Proceeding	For Resetting ▼
Details Action Taken	For Reset on February 6, 2019
Date Action Taken	1/28/2019
Handling ADR Officer	test test laoag1 ▼

Office Level   CENRO

ActionTaken Updated Date

Save Action Taken	Delete Action Taken	Cancel Action Taken

Failure of ADR Proceeding:

The **FAILURE** dropdown button enables end-users to select from among the **Unsuccessful Settlement Reasons**, such as:

- Protestant refused to settle
- Respondent refused to settle
- Non-appearance of parties
- Protest/Respondent failed/refused to submit the required offer for amicable settlement.
- Submitted offer(s) for amicable settlement appears irreconcilable causing impasse or impossibility to come up with compromise agreement
- Lack of Authority to enter into amicable settlement

Actions taken

Status of the Case	Failure ▼
Unsuccessful Settlement Reason	Protestant refused to settle ▼

Protestant refused to settle
Respondent refused to settle
Non-appearance of parties
Protest/Respondent failed/refused to submit the required offer for Amicable Settlement
Submitted offer(s) for Amicable Settlement appears irreconcilable causing impasse or impossibility to come up with Compromise Agreement
Lack of Authority to enter Amicable Settlement

Handling ADR Officer	test test laoag1 ▼
Office Level	CENRO
ActionTaken Updated Date	

[Save Action Taken] [Delete Action Taken] [Cancel Action Taken]

Also, prior to **Saving the Action Taken**, the end-users are required to enter the following:

Details Action Taken: Short specific facts detailing the actions that were done after a proceeding.

Date Action Taken: Specific Date when the action was undertaken

Handling ADR Officer: Name of Accredited ADRO handling a specific ADR proceeding or case

Successful ADR Proceeding:

The **SUCCESSFUL - COMPROMISE AGREEMENT REACHED** and the **SUCCESSFUL – AMICABLE SETTLEMENT REACHED** dropdown buttons enable end-users to specify in the ADRMRS an ADR proceeding resulting to a completion of a Compromise Agreement (CA) or a completion of an Amicable Settlement (AS).

Actions taken

Status of the Case	Successful - Compromise Agr ▼

On-going ADR proceeding
Failure
Successful - Compromise Agreement Reached
Successful - Amicable Settlement Reached

Details Action Taken	
Date Action Taken	
Handling ADR Officer	test test laoag1 ▼
Office Level	CENRO
ActionTaken Updated Date	

| Save Action Taken | Delete Action Taken | Cancel Action Taken |

ADR LIST OF CASES:

The ADRMRS also can generate the ADR List of Cases which will serve as the registry of ADR records of data that are subjected to ADR processes. This menu can also enable the end-users to Notify ADR Offices for cases without action within a required period. The system will be able to generate display of data based on selected filter options for search and reporting purposes.

DENR - Alternative Dispute Resolution Monitoring and Result System ♠ Home   Dashboard   List   About   Contact   Management ▾

ADR List

Date Range	▼

From	To	
e.g. 07/03/2017	e.g. 07/04/2017	Go

	Go

| ADR Form | Notify ADR Officers for cases with no action | Export |

No. of Records: 4

ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	DateProtestReceived	Status	StatusDate	OfficeLevel	ADROfficer	Days
ADR-2018-02	Land Claims and Conflict - boundary dispute	CENRO-2018-04-01	Geraldine G. Bentayo, Protestant, v. Patricia B. Daanoy, Shyla Marie B. Daanoy and Willie B. Daanoy, Respondents	Lot Nos. 535, 565, 566 and 567, all Gss-12-000402, Bululuwan, Lebak, Sultan Kudarat	R12	Sultan Kudarat	Lebak (Salaman)	4/11/2018	Successful Withdrawal of Protest	1/7/2019	CO	user a laoag	
	Land Claims and Conflict - boundary dispute	CENRO-2017-07-01	Heirs of Cirilo G. Toquero Represented by Antonio S. Toquero, Protestant, Vs.Jose A. Bacongco, Respondent	Lot No. 39,Gss-575, Ragandang,Lebak, Sultan Kudarat	R12	Sultan Kudarat	Kalamansig	5/23/2017				user a laoag	
ADR-2018-01	Land Claims and Conflict - boundary dispute	2018-001	Romulo de Fiesta versus Reynaldo Seculles	South Nagtim-og, Bugnay, Diadi, Nueva Vizcaya	R02	Nueva Vizcaya	Diadi	9/28/2016	On-going ADR proceeding		PENRO	user a laoag	848
ADR No. 2002-1	Land Claims and Conflicts	CENRO Claim No. 025702-36	Lorante A. Abon(Protestan) vs. Hrs of George Capinpin rep by Robilito Capinpin	Lot No. 75 Gss Gundaway	R02	Quirino Province	Cabarroguis	5/28/2002	Successful - Issuance of OCA		CENRO	user a laoag	

A:
Go

Created by Knowledge and Information Systems Service

DASHBOARD MENU:

The ADRMRS through the dashboard menu provides details, benefits and functionalities for the following:

- Graphical and matrix presentation of the ADR processes to be monitored such as cases by year, cases by region, cases by status, and cases by subject
- Ability to identify and correct impact of negative trends
- Measure efficiencies/inefficiencies
- Ability to generate detailed reports showing new trends
- Ability to make more informed decisions based on the monitored results.
- Align strategies and organizational goals
- Gain total visibility of all systems instantly
- Quick identification of data correlations
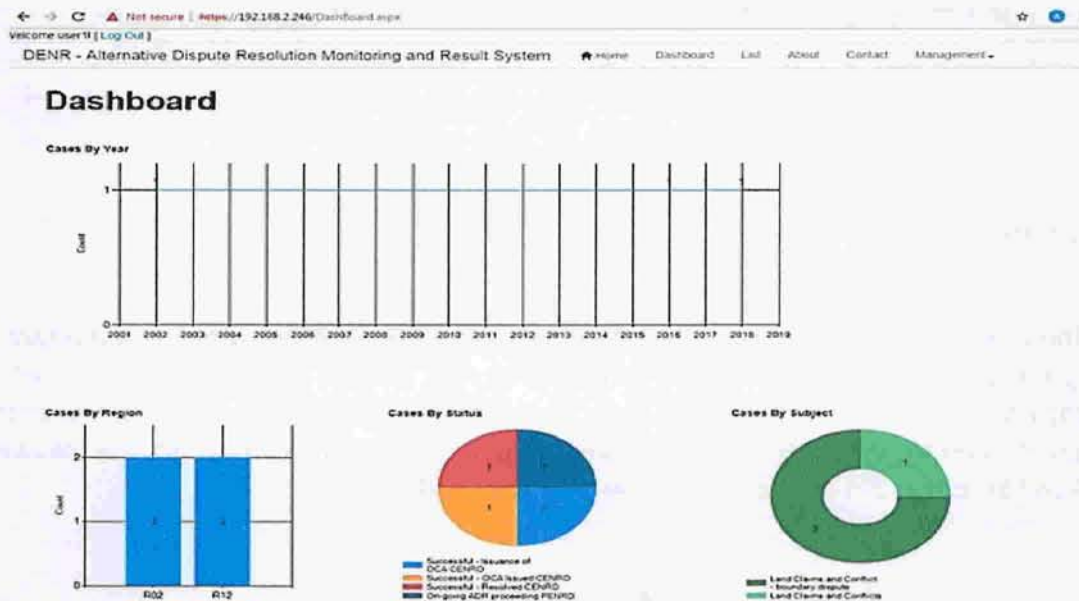
The ADRMRS through the Dashboard can also generate and demonstrate the numerical equivalent of the factors that are the subjects of the monitoring system.

Dashboard

All ▼

Matrix ▼

Cases by Year

NoofADR	YEAR
1	
1	2017
1	2018
7	2019

Cases by Region

NoofADR	Region
8	R01
1	R06
1	R4A

Cases by Status per Office Level

Count	Status	OfficeLevel
2		CENRO
1	On-going ADR proceeding CENRO	CENRO
2	Successful - Compromise Agreement Reached CENRO	CENRO
3	Failure PENRO	PENRO
2	OCA Issued PENRO	PENRO

Cases by Subject

Count	Subject
1	Administrative – Personnel Matters
1	Claims and Conflict – Foreshore Areas
1	Claims and Conflict – Friar Lands Disposition
1	Claims and Conflict - Mining
1	Claims and Conflict - Political Boundary Disputes
1	Claims and Conflict on Issuance of Forestry Grants
1	Land Claims and Conflict - boundary dispute
1	Land Claims and Conflict - occupancy of bonafide applicant
1	Land Claims and Conflicts
1	Miscellaneous Sales Patent Application

Cases by Status

On-going ADR proceeding	Failure	Successful - Compromise Agreement Reached	Successful - Amicable Settlement Reached	OCA Issued
1	3	2	0	2

Cases Status by Subject

On-going ADR proceeding	Failure	Successful - Compromise Agreement Reached	Successful - Amicable Settlement Reached	OCA Issued	Subject
0	1	0	0	0	Administrative – Personnel Matters
0	1	0	0	0	Claims and Conflict – Foreshore Areas
1	0	0	0	0	Claims and Conflict – Friar Lands Disposition
0	0	0	0	0	Claims and Conflict - Mining

The ADR-MRS also includes in the system **File Attachments Menu** which is important in validating the actions taken on the cases subjected to ADR process by attaching a scanned or picture copy of the actual supporting document. It serves as the repository of ADR forms as the end-user is allowed to attach documents as soon as the ADR process is completed. The following are the ADR Forms that are allowed as attachments in the ADR-MRS:

Attachments

PLEASE ATTACH THE FOLLOWING REQUIRED FORMS

ADR Form 11(Voluntary) - Order of Failure of ADR

ADR Form 11-A(Mandatory) - Certificate of Failure to Settle

ADR Form No. 10 (Order of Amicable Settlement)

Amicable Settlement Agreement(ADR Form No. 009)

Compromise Agreement(ADR Form No. 16)

Decision/Order based on Compromise Agreement (ADR Form No. 17)

Memorandum Indorsing Compromise Agreement

Order of Execution on Compromise Agreement (ADR Fomr No. 18)

Order to submit Offer for Compromise Agreement (ADR Form No. 14)

Report on ADR Proceeding (ADR Form 12)

ADR Form 11(Voluntary) - Orc ▼

[Choose File] No file chosen   [Upload]

1. The end-user can able to upload the allowable ADR forms depending on the level of jurisdiction, as limited by the dropdown button.
2. The end-user can press the Choose File button and select the chosen file.
3. Then, the User is prompted to Upload the document.

The ADR-MRS contains a facility for the issuance of comments by the ADROs which can be addressed to the ADR Committee. Likewise, the ADR Committee Executive Officers and the FADRO of the regional offices can also issue comments to the ADROs especially for compelling matters involving inaction by the ADROs, and other critical issues affecting the conduct of ADR processes.

New! Important: Please take note that the COMMENTS MENU should not be used instead of the Actions Taken Menu as the System is monitored based on the status of the case.

Comments

Comment Date	
Comment	
Handling ADR Officer	test test laoag1 ▼
Office Level	CENRO
Comment Updated Date	

Save Comment | Delete Comment | Cancel Comment

Part IV:

RECORD/ACCOUNT MANAGEMENT AND REPORT GENERATION

1V-A: Create, Read, Update, and Delete Functions for Record Management

The System allows the use of the following functions:
Create, Read/view, Update and Delete

Important!! The **Update** and **Delete** functions are only available to the **Creator**. So, even the users with <u>Administrator</u> and <u>Managerial</u> access rights cannot delete and update the files/records created by any user:

IV-B: How to DELETE User's RECORDS?

The ADRO-user can able to Delete his/her records exclusively through the following:

1. Go to ADR List Menu and click Go.
2. Point at the blue colored and underlined hyperlink under the ADR Number column.
3. The corresponding ADR Form that was selected will appear to allow the end-user to press the **Delete ADR Form** button.
4. The end-user is allowed to delete the other records by repeating the aforesaid procedure.

IV-C: How to GENERATE REPORT?

1. Go to ADR <u>List</u> Menu.
2. The user can able to select from either the **All** option or filter the choice to the desired **Date Range** and **Text search**, then followed by pressing the **Go** button.
3. The corresponding ADR List of cases will appear.

ADR List

All	▼

All Status	▼

All Status
Failure
OCA Issued
On-going ADR proceeding | no action | Export |
Order of Amicable Settlement Issued
Successful - Amicable Settlement Reached
Successful - Compromise Agreement Reached **NameCaptionParties**

4. The Users may now search for records using the following search keys:

Case Name

Location of the Subject of the Case

Region or Province

City or Municipality

Name of the ADR Officer

Important!!

You may type in the search box of the ADR List Menu any word for any entry/data of the fields stated above:

5. Press the **Go** button.
6. The corresponding ADR List of cases will appear based on the search keys.

ADR List

All ▼

| | Go |

| ADR Form | Export |

No. of Records: 9

ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	DateProtestReceived	Status	StatusDate	OfficeLevel	ADROfficer	DaysPending
2019-0128001-0136	Claims and Conflict – Foreshore Areas	test case	JO VS Bones	lot	R01	Ilocos Norte	Adams	4/2/2019	Failure	3/3/2019	PENRO	user a laoag	
2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	4/1/2019	Successful - Compromise Agreement Reached	1/28/2019	CENRO	test test laoag1	
2019-0128001-0134	Land Claims and Conflict - occupancy of bonafide applicant	CENRO-2019-455	Rosario Alfonso VS Arnel Santos	Lot 12 Block 8 Rosario Center, Espiritu, Ilocos Norte	R01	Ilocos Norte	Espiritu	4/1/2019	OCA Issued	4/1/2019	PENRO	Norte user Ilocos	
2019-0128001-0042	Land Claims and Conflict - boundary dispute	test case	protestant VS applicant	lot no 1	R01	Ilocos Norte	Laoag City	3/27/2019	OCA Issued	3/27/2019	PENRO	Norte user Ilocos	

7. Then, click the **Export** button.

ADR List

All ▼

| | Go |

| ADR Form | Export |

No. of Records:

8. The Exported File will be downloaded and will appear at the lower-left portion of the screen.

	applicant												
2019-0128001-0042	Land Claims and Conflict - boundary dispute	test case	protestant VS applicant	lot no 1	R01	Ilocos Norte	Laoag City	3/27/2019	OCA Issued	3/27/2019	PENRO	Norte user Ilocos	
2019-0128001-0111	Miscellaneous Sales Patent Application	test duplicate	armin VS lawrence	y	R01	Ilocos Norte	Laoag City	3/22/2019	Failure	3/13/2019	PENRO	user a laoag	
2019-0128001-0038	Claims and Conflict - Mining	case 123445234	michael23 VS lawrence234	Castro ave cor Giron St.	R01	Ilocos Norte	Bacarra	1/21/2019			CENRO	user a laoag	71
2019-0128001-0126	Claims and Conflict on Issuance of Forestry Grants	CENRO-2019-4593	Ruby Tinio VS Felix Sy	Lot 12 Block 8 Rosario Center, Paoay, Ilocos Norte	R01	Ilocos Norte	Paoay	1/11/2019	Successful - Compromise Agreement Reached	1/5/2019	CENRO	test test laoag1	
2019-0128001-0140	Claims and Conflict – Friar Lands Disposition	DLO Claim No. 154	Ruby Abong VS Felix Sy	Lot 2 Block 8 Rosario Arcade, Aklan, Aklan	R06	Aklan	Altavas	8/3/2018	On-going ADR proceeding	1/26/2019	CENRO	test test laoag1	242

9. 📄 ADR List20190402...pdf ⌃

10. Double click the file and then a corresponding pdf record will appear, which will serve as the generated report, as shown below.

ADRNo	Subject	CaseNo	Case Name/Caption Parties	Location	Region	Province	CityMunicipality	Date Protest Received	Status	Status Date	Office Level	ADR Officer
2019-0128001-0136	Claims and Conflict – Foreshore Areas	test case	JO VS Bones	lot	R01	Ilocos Norte	Adams	4/2/2019	Failure	3/3/2019	PENRO	user a laoag
2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	4/1/2019	Successful - Compromise Agreement Reached	1/28/2019	CENRO	test test laoag1
2019-0128001-0134	Land Claims and Conflict - occupancy of bonafide applicant	CENRO-2019-455	Rosario Alfonso VS Arnel Santos	Lot 12 Block 8 Rosario Center, Espiritu, Ilocos Norte	R01	Ilocos Norte	Espiritu	4/1/2019	OCA Issued	4/1/2019	PENRO	Norte user Ilocos
2019-0128001-0042	Land Claims and Conflict - boundar	test case	protestant VS applicant	lot no 1	R01	Ilocos Norte	Laoag City	3/27/2019	OCA Issued	3/27/2019	PENRO	Norte user Ilocos

IV-D: EXTRACTING RECORDS to Customize Reporting of Cases

The System was configured to allow users to generate reports based on records they have inputted to the System. Users with administrator and managerial rights have access to view all records, but the users in the other levels have limited viewing rights, such as restricting their rights to view those case records they only handled.

11. For instance in the Central Office, users can able to extract records based on their desired report by following this instruction:
    a. Go to ADR **List** Menu.
    b. The user can able to select from either the **All** option or filter the choice to the desired **Date Range** and **Text search**, then followed by pressing the **Go** button.
    c. To generate the report for the regional offices, the users may select the desired Regions or Offices (CO or LMB) to display the list of cases by clicking the dropdown button below the All Status dropdown button to show the Regions or Offices.

ADR List

All ▼

All Status ▼

****
CAR
DCO
LMB
NCR
R01
R02
R03
R05
R06
R07
R08
R09
R10
R11
R12
R13
R4A
R4B
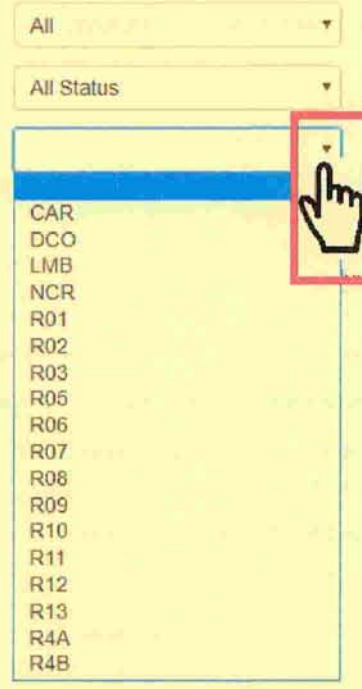
d. Point the mouse over the desired region or office by gliding the mouse pointer upward or downward, and click the mouse button to select.

ADR List

All ▼

All Status ▼

CAR ▼

CAR
DCO
LMB
NCR
R01
R02
R03
R05
R06
R07
R08
R09
R10
R11
R12
R13
R4A
R4B

e. The end-user may **filter** the search keys by typing in/keying-in any word (not a group of words), such as exemplified below:

For example, type a search key such as "Lamut".

12. Press the **Search** button.

The system will search for items with said word and consequently the system will generate a filtered result as shown below:

ADR List

All	▾
All Status	▾
CAR	▾
Lamut	Search

ADR Form | Notify ADR Officers for cases with no action | Export

No. of Records: 4

ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	DateProtestReceived	Status	StatusDate	OfficeLevel	ADROfficer	DaysUnderADRProcess
2019-1427	Land Claims and Conflicts	01-2018	Armanda de Deus v. Francis Arnaez	Lot 216 (P) Pls - 6	CAR	Ifugao	Lamut	2/5/2018	Successful - Amicable Settlement Reached	5/6/2018	CENRO	Alan Adrot	
2019-1427	Land Claims and Conflicts	02-2018	Vandolph Quezon v. Roberto dela Cerna	Lot 195-C, Csd-2-06-0	CAR	Ifugao	Lamut	4/16/2018	Successful - Compromise Agreement Reached	7/11/2018	CENRO	Ruben Adroque	
2019-14000	Land Claims and Conflict - boundary dispute		Carmen Rosales v. Rosalinda Navarro	Lamut	CAR	Ifugao	Lamut	7/11/2019	Successful - Amicable Settlement Reached	7/11/2019	REGION	Car Adrodega	

13. Then, click the **Export** button.
14. The Exported File will be downloaded and will appear at the lower-left portion of the screen.
15. Double click the file and then a corresponding pdf record will appear, which will serve as the generated report.

IV-E: How to RESET Account PASSWORDS?

1. Contact the ADR Committee Secretariat to request for the resetting of account password. Please use any of the following contact details:
   Email: denr.adrcom@gmail.com
   Phones: (02) 9296626 local 2050, (02) 9281170, VOIP 1088, or any specified active mobile number(s) used by the ADR Committee Secretariat.
2. The ADR Committee Secretariat with the assistance of the Knowledge and Information Systems Service (KISS) can provide the details of the temporary/default password for the users who have requested a change of their account password.
3. After receiving the temporary/default password the users are entitled to change the their password by clicking the **Management** Menu and drag the mouse cursor to point to **Change Password**, as shown below.
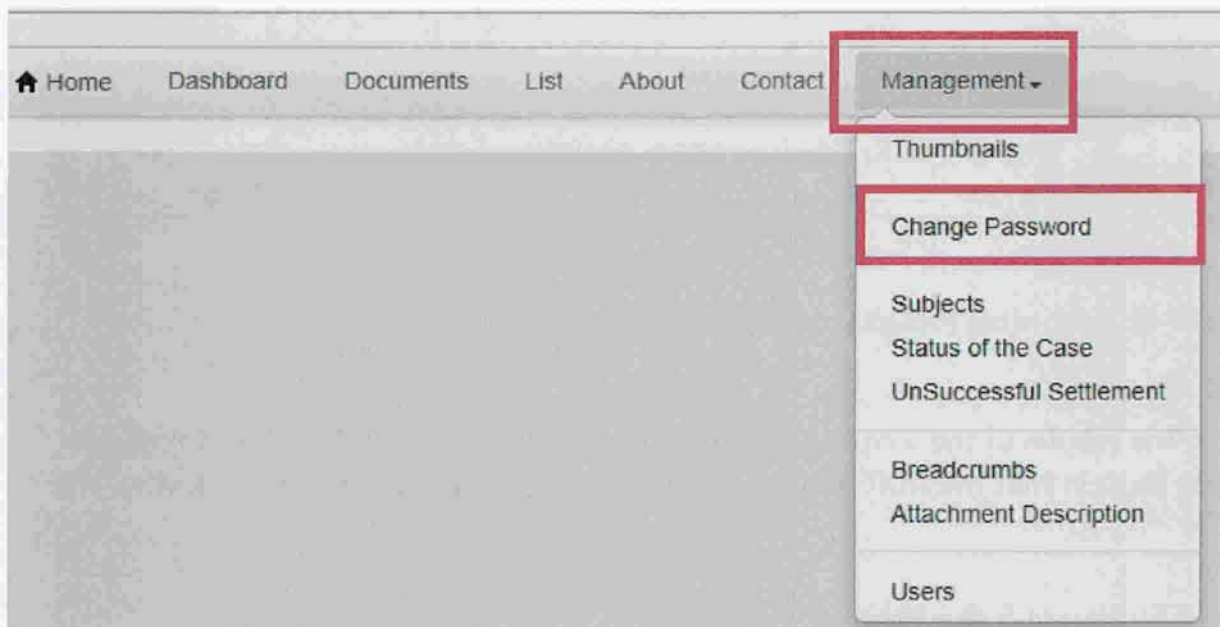
4. The new password should be at least 8-character length with a minimum of 1 non-alphanumeric. Please **DO NOT FORGET YOUR PASSWORD.**

IV-E: COLLABORATING ADROs: (TWO OR MORE ADROs in ONE ADR CASE)

If there are two or more ADROs in one ADR Case, those ADROs must decide to allow one ADRO (ADRO recorder) to record the proceedings in behalf of the other. To take note of the Other collaborating ADROs, the Actions Taken must include a detail that a specific case is handled by the other ADROs.

The following is an example on noting that a specific case is being handled by another ADRO.

In the **Comments menu,** the ADRO recorder must indicate that the case is also handled by another ADRO as shown below:

Comment Date	Comment	Office Level	ADR Officer
2/21/2020	This is also handled by ADRO RANDY REYES	CO	Veronica Roxas

IV-E: IV-G: Recording Results of Virtual ADR

The results of the virtual ADR must be recorded in the actions taken menu, stating therein that the ADR process was conducted virtually as shown below:

Actions taken

Status of the Case	OCA Issued ▼
Details Action Taken	**Conducted a virtual ADR**
Date Action Taken	4/1/2019
Handling ADR Officer	Norte user Ilocos ▼
Office Level	PENRO
ActionTaken Updated Date	

Save Action Taken   Delete Action Taken   Cancel Action Taken

Part V:

TRANSMISSION OF ADR RECORDS

The ADR-MRS has a function for tracking the **transmission** of ADR records from one level to the higher one. It means that the end-user is required to Transmit the records to the next higher level for some specific actions. Please follow the steps for transmission of records below.

Said functionality is **applied only** when the status of the case in the Actions Taken Menu is either for purposes of:

1. **Action or Approval**:
   i. Successful – Compromise Agreement Reached
   ii. Successful – Amicable Settlement Reached

2. **Information, Recording, or Reporting**:

    i.   Failure

The CENRO-ADRO must **TRANSMIT** a case with the status of **Failure** of ADR (Selected in the Add Action Taken Menu's Status of the Case dropdown button), consisting of either:

a) Order of Failure of ADR – (Form No. 11) – Voluntary ADR (disputes without protest); or

b) Certificate of Failure to Settle – (Form No. 11-A) – Mandatory ADR (disputes with formal protest)

↓

to the PENRO for Information, Recording or Reporting purposes by following the steps for the **Transmission** of records below.

CENRO Level:

In the CENRO level, during a voluntary ADR or mandatory ADR, the CENRO-ADRO, after entering all the requisite data through the ADR Form is entitled to transmit the record to the next level, while observing the following rules:

If the **Actions Taken** are either:

Successful – Amicable Settlement Reached; or

Successful – Compromise Agreement Reached,

↓

A corresponding **Order of Compromise Agreement (OCA)**, (*status in ADR-MRS is OCA Issued*); or,

an **Order of Amicable Settlement**, (status in ADR-MRS is *"Order of Amicable Settlement Issued"*),

can be issued if the CENRO-ADRO has successfully transmitted the Compromise Agreement(CA) or Amicable Settlement (AS) together with the records of the case to the PENRO.

(Please refer to Part VI of the ADR-MRS manual for the approval of OCA below). Also, you can refer to Part VII of the ADR-MRS Manual for the Process Flow Diagram for Successful ADR Proceeding).

If there is **No Settlement:**

CENRO-ADRO shall issue a Certificate of Failure to Settle (Form No. 11-A). The ADR-MRS can record this using the **Failure** of ADR (*Selected in the Add Action Taken Menu's Status of the Case dropdown button*).

For the Voluntary Type of ADR, the same **Failure** of ADR can be recorded using the Order of Failure of ADR form – (Form No. 11). *(Please go to the Attachment Menu to affix said documents).*

You can refer to the Part VII of the ADR-MRS Manual for the Process Flow Diagram on Failure *of ADR Proceeding)*

STEPS FOR TRANSMISSION OF RECORDS
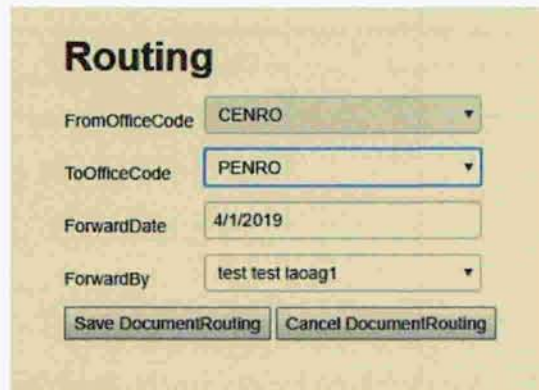
1. Go to the ADR Form Menu.
2. The transmission process requires a complete set of record which can be ready for transmittal. Please complete the process for filling up the ADR Form including the Action Taken by clicking the Add New Action Taken Button.
3. **Click the Transmit Button.**

DENR - Alternative Dispute Resolution Monitoring and Result System   🏠 Home   Dashboard

ADR Form

Transmit

ADR No.	2019-0128001-0133
Nature of Subject	Land Claims and Conflict - he ▾
Case No.	CENRO-2019-456
Parties Involved	Claimant/Applicant ▾
Claimant	Rodel Castro
Applicant	Arnel Santos
Case Name / Caption Parties	Rodel Castro VS Arnel Santos
Location of Subject of the Case	Lot 12 Block 8 Rosario Center, N:
Region	R4A ▾

4. A routing menu will appear, requiring the user to select the next level where one lower level, such as the CENRO must transmit the document to the higher level, such as the

PENRO, as indicated below by the ToOfficeCode dropdown menu. Then click the Save Document Routing Button.

5. After saving the document through the **Save Document Routing Button**, the end-user may be able to access the documents list menu by clicking the **Documents Menu** as marked by the red rectangle below.
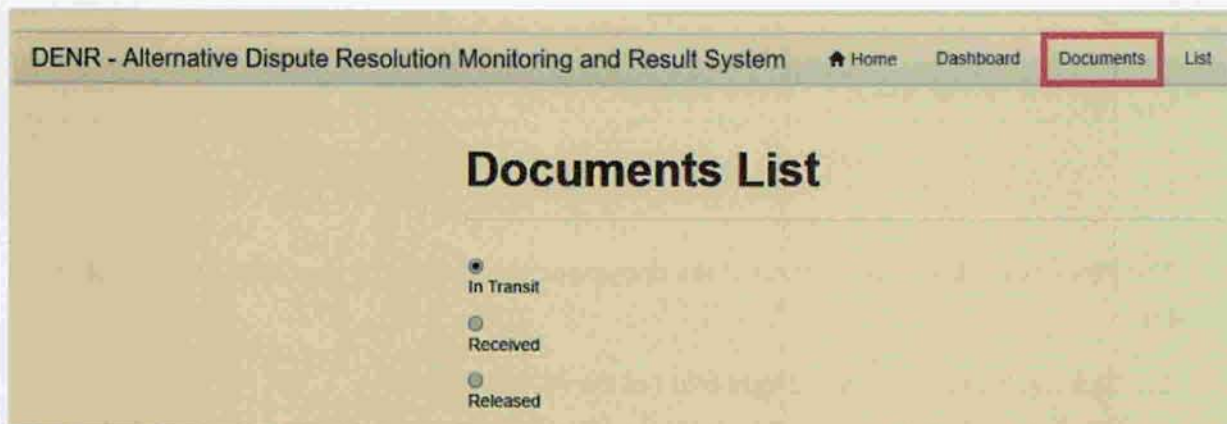
The end-user may also select the **Routing Status** of the Document such as if the document is either of the following category:

- **In transit** - the document has been sent from a lower level to the approving higher level but is pending approval from the latter.
- **Received** - the document was received by one level, which can be any of the approving higher level (PENRO, RD, Asec) after being released by the lower level.
- **Released** - the document has been released by a lower level, for instance the CENRO, and consequently has a document bearing the status of "In transit" while awaiting approval or action by the next level, such as the PENRO, in this case.

The following is the status of the document as **Released** by the CENRO-ADRO pending the approval of the PENRO.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	Routing Status
○ In Transit	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	4/1/2019	laoag1	In Transit
○ Received											
● Released											

PENRO Level:

After the CENRO-ADRO has transmitted the document, the PENRO can able to see the said document as "**In Transit**", as illustrated below.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	Routing Status
● In Transit	019-128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	4/1/2019	laoag1	In Transit
○ Received											
○ Released											

The PENRO can able to take action of the document transmitted by the CENRO by following these steps:

1. Click the hyperlink (colored light blue) of the ADR Number.
2. The PENRO-ADRO is required to enter the Date Referred to ADRO, and press OK if done.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	Routing Status
● In Transit	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	4/1/2019	laoag1	In Transit
○ Received											
○ Released											

Date Referred to ADRO	4/1/2019
OK	

Consequently, the PENRO can able to **Receive** the transmitted document as illustrated by its Routing Status below:

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	Routing Status
In Transit ● Received ○ Released	2019-0128001-0133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	Received
	2019-0128001-0042	Land Claims and Conflict - boundary dispute	test case	protestant VS applicant	lot no 1	R01	Ilocos Norte	Laoag City	Received
	2019-0128001-0111	Miscellaneous Sales Patent Application	test duplicate	armin VS lawrence	y	R01	Ilocos Norte	Laoag City	Received

Regional Director Level:

After the PENRO-ADRO has transmitted the document, the RD-ADRO can able to see the said document as "**In Transit**", as illustrated below.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	Routing Status
● In Transit ○ Received ○ Released	2019-0128001-0158	Claims and Conflict - Survey/Delineation of Public Lands	2019-45	Rodel Castro VS Felix Sy	Lot 12 Block 8 Rosario Center, Batac, Ilocos Norte	R01	Ilocos Norte	Batac	3/26/2019	ilocosnorte	In Transit

The RD can able to take action of the document transmitted by the PENRO by following these steps:

1. Click the hyperlink (colored light blue text) of the ADR Number.
2. The RD-ADRO is required to enter the Date Referred to ADRO, and press OK if done.

Date Referred to ADRO   4/1/2019

OK

CENTRAL OFFICE AND LMB:

After the REGION-ADRO has transmitted the document, the CO-ADRO can able to see the said document as "**In Transit**", as illustrated below.

Documents List

	ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	ForwardDate	ForwardBy	Routing Status
● In Transit	019-0128001-0158	Claims and Conflict – Survey/Delineation of Public Lands	2019-45	Rodel Castro VS Felix Sy	Lot 12 Block 6 Rosario Center, Batac, Ilocos Norte	R01	Ilocos Norte	Batac	3/26/2019	ilocosnorte	In Transit
○ Received											
○ Released											

STEPS TO CORRECT ERROR IN TRANSMISSION OF RECORDS

Concern: What if the End-User erroneously transmitted a record to the next higher office level. What that lower level office must do to correct the error?

Remedy: Since this process is not automated, there is a need to request the higher-level office which will act on the record/agreement by communicating to them or contacting them in whatever means, to transmit back the subject ADR System's record to the lower level office.

The higher level office may transmit back the said record by following these procedures:

For instance, a PENRO may have erroneously **Received** the following from the CENRO as illustrated by its Routing Status below:

Documents List

		ADRNo	Subject	CaseNo	CaseNameCaptionParties	LocationofSubjectoftheCase	Region	Province	CityMunicipality	RoutingStatus
○	In Transit	2019-0128001-133	Claims and Conflict - Political Boundary Disputes	CENRO-2019-456	Rodel Castro VS Arnel Santos	Lot 12 Block 8 Rosario Center, Naic, Cavite	R4A	Cavite	Naic	Received
●	Received	2019-0128001-0042	Land Claims and Conflict - boundary dispute	test case	protestant VS applicant	lot no 1	R01	Ilocos Norte	Laoag City	Received
○	Released	2019-0128001-0111	Miscellaneous Sales Patent Application	test duplicate	armin VS lawrence	y	R01	Ilocos Norte	Laoag City	Received

To rectify the error in transmission, upon the request of the CENRO to **transmit back** to them the subject System's record, the PENRO may transmit back said record by observing these steps:

1. A routing menu will appear, requiring the user to select the next level where one higher level, such as the PENRO must **transmit back** the document to the lower level, such as the CENRO, as indicated below by the ToOfficeCode dropdown menu. Then click the Save Document Routing Button.

Routing

FromOfficeCode	PENRO ▼
ToOfficeCode	CENRO ▼
ForwardDate	4/1/2019
ForwardBy	test test laoag1 ▼

Save DocumentRouting   Cancel DocumentRouting

2. After saving the document through the **Save Document Routing Button**, the end-user may be able to access the documents list menu by clicking the **Documents Menu** as marked by the red rectangle below.

DENR - Alternative Dispute Resolution Monitoring and Result System   ♠ Home   Dashboard   Documents   List

Documents List

● In Transit

○ Received

○ Released

Part VI:

Acting on/Approval of Compromise Agreements

The following are the steps for acting on or approval of a compromise agreement, and also for the purpose of issuing an Order of Compromise Agreement (OCA).

After undergoing the process for **Transmitting a Compromise Agreement** as previously explained, an ADRO in the following levels are entitled to act upon the CA pursuant to Sec. 31 of DAO 2016-30:

- CENRO transmits CA to be acted upon by PENRO
- PENRO act on the CA from CENRO
- Regional Office act on CA Submitted by ADRO of Regional Office or endorsed by PENRO
- LMB act on CA on Claims within its jurisdiction
- ASec for Legal (CO) - Act on CA Conducted on Appeal

In the illustrated case underneath, an ADRO in the PENRO can be able to add a new action for the issuance of OCA to act upon the CA transmitted by the CENRO, by following the steps below:

- o Click the **Add New Action** button under the Actions Taken Menu.

- o In the actions taken menu, select the **Status of the Case** dropdown menu and select the option **OCA Issued**.
- o Enter the necessary details, such as the Details of the Action Taken and the Date when the Action was Taken.
- o Then press the Save Action Taken button to complete the process.

Actions taken

Status of the Case	OCA Issued ▾
Details Action Taken	CA is compliant with DAO 2016-3
Date Action Taken	4/1/2019
Handling ADR Officer	Norte user Ilocos ▾
Office Level	PENRO
ActionTaken Updated Date	

[Save Action Taken] [Delete Action Taken] [Cancel Action Taken]

The following can illustrate an **example of an action taken by the PENRO to act upon the compromise agreement from the CENRO.**

Actions taken

[Add New Action]

StatusoftheCase	DetailsActionTaken	DateActionTaken	OfficeLevel	ADROfficer
OCA Issued	CA is compliant with DAO 2016-30	4/1/2019	PENRO	Norte user Ilocos
Successful - Compromise Agreement Reached	Compromise Agreement approved by CENRO Officer on 20 January 2019	1/1/2019	CENRO	test test laoag1

Part VII:

ADR-MRS Process Flow Diagrams and Guidance Notes

a)   **Failure of ADR Proceedings**

ADR Monitoring and Results System (ADR-MRS) Process Flow Diagram on Failure of ADR Proceedings

Voluntary ADR and Mandatory ADR (During the Pendency of Claims and Conflicts Cases)

CFNRO Level

PENRO Level

Regional Director Level

Issue **Order of Failure of ADR**
(Attach ADR Form 11) - for Voluntary ADR
or
Issue **Certificate of Failure to Settle**
(Attach ADR Form 11-A) - Mandatory ADR

Must ACCEPT the **Transmitted** Status from CENRO on **Failure** of ADR so as the PENRO will be informed about this status, for record and reporting purposes *(See Part V of User's Manual - Transmission of ADR Records)*

If the ADR at the PENRO level fails, **Transmit** the status of **Failure** of ADR to the Regional Office by issuing a **Certificate of Failure to Settle** *(Attach ADR Form 11-A) to* forward the records of the case for the issuance of appropriate decision by the Regional Executive Director.

RD shall issue an Order directing the parties to Submit an Offer for amicable settlement *(Attach ADR Form 14)*
Order to Submit Offer for Compromise Agreement

Transmit the Status of **Failure** of ADR to PENRO *(for information and status recording only, but actual case records is remanded to Hearing Officer).*

Note: The ADRO and the Hearing Officer must coordinate that the case is already forwarded to the latter for resumption of investigation on claims and conflicts case

Upon Receipt of the Investigation Report, PENRO may upon the request of the parties for ADR proceeding, refer the case to an ADRO.

Note: A new ADR number will be docketed by the PENRO since this is a new ADR proceeding.

If both parties failed to COMPLY with the Order for Offer of amicable settlement, the case will be submitted for decision.

Must ACCEPT the **Transmitted** Status from PENRO on **Failure** of ADR so as the Regional Executive Director can hold the records for the issuance of appropriate decision. *(See Part V of User's Manual - for the Transmission of ADR Records)*

b) Successful ADR Proceedings

ADR Monitoring and Results System
(ADR-MRS)
Process Flow Diagram
on Successful ADR Proceedings

Voluntary ADR and Mandatory ADR (During the Pendency of Claims and Conflicts Cases)

CENRO Level

Step 1:
If Action Taken is :
Successful - Amicable Settlement (AS)
Reached; or **Successful - Compromise**
Agreement (CA) Reached:
Attach applicable ADR forms:

ADR Form 9 - Amicable Settlement Agreement
ADR Form 16 - Compromise Agreement

Step 2:
Transmit the Status of
Successful - Compromise
Agreement Reached; or Successful
- Amicable Settlement Reached to
P ENRO for his/her Action or
Approval

Step 4: If PENRO has Approved the
Compromise Agreement, will issue an
Order on Compromise Agreement (OCA)
or Order of Amicable Settlement (OAS)
(Attach ADR Form 17 - Decision/Order Based on
Compromise Agreement); and
(Attach ADR Form 18) - Order of Execution of
Compromise Agreement, if there is already an
execution of OCA.; or
Attach ADR Form 10 - Order of Amicable Settlement

PENRO Level

Step 3: Must **Take Action** on the
Transmitted Status of **Successful**
- Compromise Agreement Reached
or Successful - Amicable
Settlement Reached from CENRO
(See Part V of User's Manual -
Transmission of ADR Records)

Upon Receipt of the Investigation Report,
PENRO may upon the request of the
parties for ADR proceeding, refer the case
to an ADRO.

Note : A new ADR number will be docketed by the
PENRO since this is a new ADR proceeding

Regional Director Level

Follow **Step 2,**
but need to
Transmit to
the RD

Follow **Step 1,**
if Action
Taken is
Successful.

Follow **Step 3** to Take
Action on CA or AS
from PENRO and
Follow **Step 4** for RD's
Approval of CA or AS

RD shall issue an Order directing
the parties to Submit an Offer for
amicable settlement
(Attach ADR Form 14) Order to
Submit Offer for Compromise
Agreement

If both parties Complied with the
Order for Offer of amicable settlement,
the case will be referred to RD-ADRO
who shall evaluate the Offer and if
reconcilable towards an amicable
settlement

If offers could lead to a settlement,
RD-ADRO shall call parties for the
signing of CA, and for its Approval by
the RD, which shall be the basis for the
decision of the case. *(Please follow Step*
4 for the similar process of approval of
CA by the RD.)

c) Guidance Notes on Termination of ADR Proceedings

Grounds for Termination of ADR Cases

1. **Failure of <u>both</u> parties to attend <u>two</u> consecutive meetings** of the ADR proceedings.

    Effect: ADRO issue Certificate of Failure to Settle;

    and Remand the case for the Land Investigator to proceed.

    (*Pre-Termination of ADR Proceedings (Sec. 40 DAO 2016-30)*

2. **Completion of the 30-day ADR process** (regardless of failure or success in ADR proceeding). (*Section 13 of DAO 2016-31*).

    - The PENRO or RD of the DENR-NCR shall have <u>fifteen (15) days from the termination</u> of the ADR process after the completion of the 30-day ADR process regardless of failure or success in ADR proceeding. within which to determine if the agreement is not contrary to existing rules and regulations. (*Section 14 of DAO 2016-31*)

3. **No action after 30 days from mandatory referral of case for ADR.** (Section 13 of DAO 2016-31).

4. **Failure to attend three ADR sessions.** (Section 34 of DAO 2016-30)

5. **Decision approving the Compromise Agreement** (By the PENRO or RD of the DENR-NCR). (*Section 14 of DAO 2016-31*).

6. **Issuance of a Decision by the Regional Director**, on:

    a) <u>Certificate of Failure to Settle (Mandatory)</u> (ADR Form 11-A) issued by the PENRO; <u>or</u>

    b) If both parties Failed to COMPLY with the Order for Offer of amicable settlement (ADR Form 14).

1. **Alternative Dispute Resolution Officer (ADRO)** – As defined under DAO 2016-30, a third-party neutral who passed the prescribed training requirements accredited by ADR Committee and confirmed by the DENR Secretary.

2. **Alternative Dispute Resolution Monitoring and Results System (ADR-MRS)** – a web-based, automated and real-time monitoring tool that ensures the tracking and recording of the status and outputs/results of ADR proceedings. Also referred herein as *the System*.

3. **Registration** – the process of recording personal information and login details by the accredited ADROs and/or third-party neutrals.

4. **Data Entry/Encoding** – the required process for ADROs or third-party neutrals to input complete and accurate data in the system as regards to the cases referred to them for ADR.

5. **Record/Account Management** – a function within the System where end-users are guided on proper records management such as using the Create, Read, Update, Delete, and Resetting of Passwords Functions, as well as recording records for collaborating ADROs.

6. **Report Generation** – a function in the System where end-users are allowed to produce reports based on their encoded data or record viewing authority.

7. **Transmission of ADR Records** – a function in the System which records and allows the transmittal of document/s from an end-user in a lower level office in DENR to a higher level Office for its approval or appropriate action.

8. **Authorized Third-Party Neutral** - a designated employee who handles ADR processes from bureaus or agencies of DENR opting to adopt and utilize the System

9. **Administering Officers** - the CENRO/PENRO/Regional Executive Director or authorized officer who issues and approves documents related to the ADR process.

10: **URL (Uniform Resource Locator):** a location or address identifying where documents can be found on the Internet.

Part XI:

Acknowledgment

ADR-MRS Concept, Design and Development

Roberto L. de Leon
Chief, Information Systems Division (ISD)
Knowledge and Information Systems Service (KISS)

Antonio Bautista Jr.
Information Systems Officer
ISD-KISS

ISD Staffs
- Nasser Lawrence B. Luminog
- Michael M. Aguilar
- Archimedes John P. Madrid

Atty. Geraldine Dela Cerna-Ramos
Head, ADR Committee Secretariat

ADR Committee Secretariat Staffs
Atty. Marc Caesar T. Navarro (2019)
Armin L. Gonzales
Camille del Rosario-Adalem
Charmaine J. Panlaque
Bryan Jorge Bangal

ALTERNATIVE DISPUTE RESOLUTION COMMITTEE

ATTY. MICHELLE ANGELICA D. GO
Chairperson, ADR Committee
Assistant Secretary for Legal Affairs

ATTY. NORLITO A. ENERAN, LL.M., CESO III
Member, ADR Committee
Director, Legal Affairs Service

ATTY. EMELYNE V. TALABIS
Member, ADR Committee
Acting Director, Land Management Bureau

ADR COMMITTEE SECRETARIAT COMPOSITION

ATTY. GERALDINE DELA CERNA-RAMOS
Head, ADR Committee Secretariat

ATTY. MARLOU P. ALUTAYA
Member, ADR Committee Secretariat

ATTY. ELIZABETH ALEXANDRA MARY D. PIMENTEL
Member, ADR Committee Secretariat

ATTY. AGATHA GRANADO-DENSO (2017-2019)
Member, ADR Committee Secretariat

ATTY. SHELAN JANE D. TEH
Member, ADR Committee Secretariat

ATTY. CESAR WENDEL F. CAOAGAS (2018-2019)

Member, ADR Committee Secretariat

MARIETA A. MIRADOR (2019)

Member, ADR Committee Secretariat

LEO SYED R. PABLO

Member, ADR Committee Secretariat

MA. TERESA G. ZAMORA

Admin. Support Staff, ADR Committee Secretariat

MARY EMMELINE F. CUSTODIO

Admin. Support Staff, ADR Committee Secretariat